

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0893252**

Date Posted: **06/20/11**

POSITION NO: 941737

Closing Date: **07/01/11**

CLASS CODE: 3706

POSITION TITLE: **Principal Social Services Representative**

DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region - Family Service Unit

DEPARTMENT NO: 89 WORKSITE LOCATION: Gallup, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: Monday - Friday

Permanent: ☒

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary: ☐

Duration: \$ \$32,073.60 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ \$15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Independently performs moderate case planning and management to children and families under the Specialized Child Care Services program; receives, reviews, and screens applications, referrals and requests for social, health and related services by interviewing, counseling, and referring requests to appropriate social service delivery agencies and provides necessary follow-up; provides social work services to beneficiaries with a variety of psycho-social and environmental problems caused by unemployment, poverty, isolation, illiteracy, marital discord, single parenthood, mental retardation, mental/physical illness, Counsels clients who need help in resolving crisis and normal developmental problems in a manner that will enable them to develop and maintain self sufficiency and purposeful community participation; establishes a therapeutic relationship with families and children to help them find satisfactory ways of coping with their social situation and relationship, and to accomplish changes in attitudes, insights, and motivations to help them modify exceptional behavior.

Determines the need and recommends legal protective services when necessary on matters within the scope of the program; prepares adoptive, guardianship and foster home studies; prepares social summaries and recommends placement of children removed from their parents due to neglect, abuse or abandonment; studies and recommends placement in special school, e.g. deaf, blind, retarded and the like.

Conducts follow-ups with school officials; in exceptional and complex situations, the supervisor will provide assistance and guidance; contacts clients to assess, interview and monitor client's status; determines eligibility; gathers information and documents progress or lack thereof; obtains necessary forms with client's signature, prepares written reports, correspondence, progress notes, etc.; conducts home studies, social summaries, court reports, narratives and case plans.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Human Services, Sociology, Social Work, Psychology, or related field; and ***(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates,***

Experience:

and three (3) years of providing counseling to disadvantaged clientele; or an equivalent combination of education, training, and experience, which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of children's foster care issues, principles and practices of social work, interviewing techniques and special methods used in interviewing children, interrogation tactics, and the principles and practices of social services. Skill in interviewing, developing the trust and confidence of children and the elderly, case management, and crisis intervention.

License/Certification Requirements:

Must possess a Valid State Driver's License and a Valid Navajo Nation Vehicle Operator's Permit (to be obtained upon employment).

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99